

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-185

INDEFINITE

12 September 2006

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Army Guard*
APPLICATIONS ACCEPTED UNTIL: 26 September 2006
EMPLOYMENT LOCATION: JFHQ - DCSIM, Milford, MA
TELEPHONE CONTACT: SGM Douglas Murray, 508-233-6717

POSITION: INFORMATION TECHNOLOGY SPECIALIST PDCN: 90038E00
(CUSTOMER SUPPORT)

SERIES/GRADE: GS-2210-09
TRAINEE: GS-2210-07

SALARY: PA: \$50,773 to \$66,011 GS-09
PA: \$43,068 to \$55,985 GS-07

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All current members of the Massachusetts Army National Guard.

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS/AFSC: 25B, 25D, 25Y

Maximum Military Grade	Officer:	Warrant Officer:	Enlisted: SFC
Minimum Military Grade	Officer:	Warrant Officer:	Enlisted: SPC

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicants ability to follow directions, procedures or systematic work methods which gives evidence of the candidates ability to perform the work.

SPECIALIZED EXPERIENCE: Must have 24 months experience in the following areas: Experience working with computer languages, codes or abbreviations. Experience in performing production control functions. Experience in coordinating work load priorities and scheduling multi requirements. Experience in identifying and tracing processing failures. Experience in computer systems, system software programs and electronic mail systems to assist in their implementation of and to provide procedural assistance to functional users. Experience in analyzing and solving computer problems.

STATEMENT OF DIFFERENCE: (Trainee Position) Must have 12 months specialized experience for qualification at the GS-9 level.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Knowledge of the ARNG system software and systems development life cycles.
2. Ability to modify standard practices and adapt computer systems to solve a variety of computer software and hardware problems.
3. Ability to communicate effectively with customers relating to user problems and resolutions.
4. Ability to analyze, evaluate, and make recommendations on major projects within information management.
5. Knowledge of use with utilization of remote desktop applications to satisfy and resolve customer issues.

This is an indefinite position, tenure 3, with a time limit determined by the needs of the agency. Any permanent military technician, tenure 1 who is selected for this position will become tenure 3. The selectee will receive the same benefits and entitlements as the tenure 1 employee but will be considered tenure 3 for purposes of reduction in force. If a permanent resource becomes available, incumbent may be converted to a permanent appointment without further competition.

Job announcements and application procedures are posted on Internet: WWW.MASS.GOV/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy)
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

HQ STARC MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

E-mail to: MA-staffing@ng.army.mil

Information on applying electronically can be found at:
<http://www.mass.gov/guard>

Look under **Electronic Application Procedures**
TEB's are also posted on GKO/MAKO

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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